

# WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: INFORMATION TECHNOLOGY

DATE: OCTOBER 27, 2006

Committee Members Present:

Supervisors Sheehan  
Kenny  
Monroe  
VanNess  
Gabriels  
Geraghty

Others Present:

Representing Information Technology:  
Robert Metthe, Director  
Joan Parsons, Commissioner, Administrative and  
Fiscal Services  
Joan Sady, Clerk, Board of Supervisors  
Katy Goodman, Secretary to the Clerk

Vacant Town of Queensbury

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Mr. Sheehan called the meeting to order at 12 Noon.

Privilege of the floor was extended to Mr. Metthe, who distributed copies of his Agenda packet to the committee members, a copy of which is on file with the minutes.

Motion was made by Mr. Geraghty, seconded by Mr. VanNess and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk.

Mr. Metthe commenced with review of the Agenda items, and pursuant to Item No. 1 he discussed a security issue relative to the County's computer system. He referred the Committee members to the copy of the County's current Computer Usage Policy that was included in the agenda packet. Mr. Metthe advised he thought the Policy should be amended to add a Password Policy to improve the security for the County's computer system. He pointed out the proposed Policy was outlined on pages 4 and 5 of the current Usage Policy. Mr. Metthe advised they had done a lot of work on the outside relative to outside attacks coming into the system. However, he explained a Password Policy would put them in a defensible position with HIPPA (Health Insurance Portability and Accountability Act of 1996) and also with a Federal Act under which the County would be liable if it failed to provide proper security.

Mr. Metthe requested approval of a resolution to amend the County's Computer Usage Policy to add the proposed Password Policy.

Motion was made by Mr. VanNess, seconded by Mr. Kenny and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary resolution for the next board meeting. A copy of a resolution request form is on file with the minutes.

Next, Mr. Metthe requested approval of a resolution to amend the 2006 County Budget in order to cover the 20% finders fee payment in the amount of \$22,200 to PhoneReview as part of the telephone costs review. He reported the company had completed the review of the County's

telephone bills and the checks were being received. Mr. Metthe noted the payments and the finders fee were a wash in the budget.

Motion was made by Mr. Geraghty, seconded by Mr. Gabriels and carried unanimously to approve the aforementioned request, as presented, and to refer it to the Finance Committee. A copy of a resolution request form is on file with the minutes.

Pursuant to Agenda Item No. 3, Mr. Metthe requested approval of a second amendment to the 2006 County budget in the amount of \$15,000 to cover the expense of computer courses for County employees provided by MicroKnowledge, Incorporated. He apprised the Information Technology (IT) Department would pay the costs and the Departments would then pay IT for the courses taken by their staff members. He stated the courses would cost \$25 - \$40 per session.

Motion was made by Mr. VanNess and seconded by Mr. Geraghty to approve the aforementioned request, as presented.

Discussion ensued as Mr. Metthe responded to questions from the Committee members on various aspects of the computer courses. In response to Mr. Gabriels' concern that the Departments would not send staff to the courses, Mr. Metthe said the different classes were not scheduled until there were enough employees signed up for them ahead of time. They have had to cancel some classes and set up some others, he added. Mr. Metthe stated the County would only pay for the classes the employees actually took.

Mr. Geraghty asked if information on the courses was sent to the Towns. Mr. Metthe replied that had not been done for the first set of classes, but they planned to do that eventually. However, he said, some issues had come up about that concept. Mr. Metthe explained the County departments were all at about the same technology level so they used the same software, etc. However, he said, he thought that might not be the case for the Towns so they might not need the same courses as the County. Mr. Metthe stated the second issue was that as the scheduling of the classes had fluctuated, he felt that scheduling the first sessions would give them a knowledge base to use on how to structure additional sessions. He stated after that he thought perhaps they would offer a few days of training every other month.

Continuing, Mr. Metthe noted perhaps the Committee members might have some suggestions on how to develop a program of courses. He explained the courses for the County employees were determined by surveying the employees on what type of training they needed and then the courses were designed based on the surveys. Mr. Metthe stated he thought the Town employees would need about the same courses so he would ask if they should keep the same structure and then survey the Towns. He advised he hoped to send something out to the Towns in January for their input and then have MicroKnowledge design some courses to be held on three days in February just for the Towns.

Mr. Sheehan called the question and the motion was carried unanimously. The item was referred

to the Finance Committee. A copy of a resolution request form is on file with the minutes.

Concluding the agenda, Mr. Metthe stated was the Referral Items List from the Clerk of the Board of Supervisor's Office (Agenda Item No. 4.) A copy of the list was included in the agenda packet.

Mr. Metthe stated the first Referral item was the status of a request made to him to add the Index of the Board of Supervisors' Resolutions to the County's website. He advised the piece of software to do that project had been developed and they would probably be discussing it at the next (County) Department Head meeting. Mr. Metthe stated he also wanted to discuss how to put the Index out to the public with Joan Parsons, Commissioner of Administrative & Fiscal Services. He said he would now like to move this item to the Department's project list and not carry it as a referral any longer. Mr. Metthe noted perhaps the Committee members had some thoughts about how the Resolutions should be set up for public access. They could make an attempt to do that, he added.

Mr. VanNess noted since the Committee members were already receiving the Committee minutes that would show the resolutions that were being forwarded to the Board of Supervisors. Thus, he said, if anyone was interested in a particular resolution they could read the meeting minutes for that information and plan to attend the Board of Supervisors' meeting relative to that particular resolution. Mr. VanNess said he thought it would bog things down to put the resolutions on the website at this point. Thus, he concluded this work did not need to be a priority but it should be a project the Department could work on as time permitted.

Mr. Kenny recalled he thought the reason the information was going to be on the website was because people who could not attend a board meeting would not know what resolutions were adopted. Mr. Geraghty asked if the board members were receiving a summary of the resolutions at the board meetings. Joan Sady, Clerk of the Board of Supervisors, clarified that document was the Resolution Index. Mr. Metthe explained the software and inquiry that had been developed contained the Resolution Index. He asked if the direction was to associate the inquiry for this information on the website to the Board of Supervisors' minutes. Mr. Metthe outlined how the inquiry process would work for the information of the Committee members.

At the conclusion of the discussion, the Committee members concurred that because this project was completed, the item could be moved to the IT Department's Project list and removed from the Referrals list.

Mr. Metthe noted the next Referral item was that he was to meet with Mrs. Parsons and Paul Dusek, County Attorney, to determine what their Departments' needs were. He reported that since the request was made, IT had done a number of security/disaster recovery projects for both of the Departments. Relative to the County Attorney's Office, Mr. Metthe advised they were in the process of developing a contract management system and they were waiting to hear back from Mr. Dusek on that.

Continuing, Mr. Metthe stated he thought a calendar system for the Clerk of the Board of Supervisors' Office had been completed which included the Certificates of Appointment the Office does. Mrs. Sady concurred that was correct. Mr. Metthe stated he was quite sure IT was caught up on the critical items for the Clerk of the Board of Supervisors' Office and the County Attorney's Office.

Mr. VanNess recalled when Mrs. Parsons was the Clerk of the Board there were some IT issues and he asked if those issues had been taken care of now that Mrs. Sady was the Clerk of the Board. Mrs. Sady responded that work had been done. Mr. Metthe stated the one big project they had for that Office was to give them a more direct way to organize information and to make it available both internally and to the public. They had been working on that issue with Mrs. Sady, he said. Mr. Metthe advised he felt that technologically they had put the method in place to do that process so they had a prototype to do it. The next step, he said, would be to have the Clerk of the Board's Office use the technology. However, Mr. Metthe said, one of the problems that Office would have as the transition was made from sharing information via paper to doing it electronically was that it would still have to be done by paper at first. Mrs. Sady explained they were talking about putting the minutes of the Committee meetings on a laptop computer. In addition, she noted, they also would like to make the Board of Supervisors' personnel policies available whenever they were changed. Mrs. Sady stated they were going to try to meet (with Mr. Metthe) next week to try to move those aspects of the project forward. However, she agreed, they would still have to use paper for awhile. She confirmed for Mr. VanNess that all the other projects the Office had asked IT to do had been done and they were up and running.

Mr. Monroe asked how the Supervisors could access this information electronically. He recalled the use of laptops had been discussed for the Supervisors. Mrs. Sady responded that Mr. Metthe was working on the laptops aspect. Mr. Metthe stated the wireless system was installed in the board room so there would not be a problem with having laptops there. However, he said, he thought the Supervisors would have to participate 100%. Mr. Metthe noted he thought either Mrs. Sady and he should discuss whether to keep the two formats (paper and electronic) going or use just one format, or she should discuss it with the Committee members. Perhaps, he said there would be an answer to have both formats and that was part of what they had been going to discuss. Mrs. Sady explained there had been a lot of interest in being able to, for example, have a prior set of Personnel Committee minutes available via computer during the Committee's next meeting. That needed to be done, she said, but there would probably also be people who would not want to use computers so they would still want to have the information on paper.

Mr. Metthe stated three Supervisors who were not on this Committee had spoken to him about the Supervisors using laptops in this way. He suggested that after Mrs. Sady and he discussed this idea further perhaps they could do a pilot project with a couple of laptops. Relative to the issue of computer illiteracy, Mrs. Parsons advised the aforementioned MicroKnowledge, Incorporated, firm had some very basic introductory training classes about understanding how computers work. She said she had discussed with Mr. Metthe that she felt all staff should start computer training with that type of class. Thus, Mrs. Parsons noted if they could identify if enough

Supervisors would be interested, perhaps they should have the firm hold a mini-session class just for the Supervisors while they were conducting their other classes in-house. Mr. Monroe suggested the Supervisors be surveyed to find out how many would participate; and Mr. Sheehan concurred.

Discussion continued, and Mr. Monroe noted if the Supervisors used the laptops it would save a lot of staff time that was spent on copying paperwork. Mrs. Sady agreed that would be the case particularly with the agenda packets for the Personnel Committee and the Finance Committee. Mr. VanNess suggested a couple of classes be set up for the Supervisors. Mr. Metthe asked if perhaps they should start either with a survey or to train one or two supervisors to pilot a project. He stated he would proceed however the Committee members would like him to. Mr. Kenny recommended the matter should be discussed at the forthcoming Board of Supervisors' meeting. Mr. Metthe concurred with Mr. Monroe that just basic laptops would be needed for the project. He noted they might cost around \$800 or so each.

At the conclusion of further discussion on the matter, Mr. Metthe stated he would like to have the Supervisors' input on what type of package they would want to have before he would provide a demonstration for them. Mr. VanNess stated the members of this Committee should make those decisions. He asked if there might be some laptops for loan that could be used for a pilot program. Mr. Metthe replied he could obtain one or two machines to do that.

Mr. Metthe said he would like to take a quick poll of the Committee members on what they would want to be able to access via computer. The minutes of the Board of Supervisors' meetings had been on the computer for quite awhile, he said. Mr. Metthe confirmed for Mr. Monroe that they were working on making the Committee meeting minutes available. Mr. VanNess stated he had wanted to be able to access the overall budget performance reports (for the County Departments) that had been available for a short time. Mr. Metthe stated they had begun to develop reports off the County's financial system and the occupancy tax reports were available. He noted he thought that would be one thing to have on the laptops. Mr. Metthe advised if the Committee members would like they could make this information available in a more direct way so it could be accessed more quickly. The Committee members concurred that was a good idea.

Mrs. Parsons stated if the budget worksheets were made available as the budget was being prepared they could follow the process for whatever Committee they were interested in. She commented she thought it would be fantastic when the budget was presented to the Supervisors to be able to use the computer to look at the Committees they wanted to instead of getting a huge stack of paper to look through. They also could look at the budget ahead of time, she added.

Mr. Monroe advised he would favor starting with the Committee meeting minutes and the policies. If, he said they found other items that would need to be added that could be done as they went along. Mr. Metthe advised he would find a laptop and set it up for use. Mr. Monroe expressed concern that they would have to remember to bring the laptops to each meeting. Mr. Metthe stated perhaps the machines could be left in the board room; and Mrs. Parsons and Mrs. Sady

expressed concern about that because the room was used so heavily. Mr. Metthe noted perhaps a cabinet that could be locked could be put in. He noted if that were done the computers could be updated when necessary, etc. Relative to a time table for the project, Mr. Metthe asked if it could wait for another month to see how the situation stood. Following discussion, Mr. Metthe stated he could probably have a lot of the information on a laptop by the November 17th Board of Supervisors' meeting, if someone would like to use it and provide input on how it worked. The Committee members agreed they would like to have that done.

Mr. Metthe stated Referral Item No. 3 was that a demonstration of the County's New World Financial (LOGOS) System was to be made at a future Board of Supervisors' meeting. He advised he had not talked to Frank O'Keefe, County Treasurer, about this because he had wanted to ask the Committee members if they still would like to have the demonstration made. Mr. Metthe stated the financial system was running well unless they were aware of something he did not know about. Mr. Kenny stated there was discussion earlier today that indicated there were all kinds of problems with the system. (See the minutes of the October 27, 2006 Support Services Committee meeting for background information).

Mr. VanNess queried about the status of the payroll system; and Mr. Metthe replied it was being implemented so it was not live yet. He explained they were waiting until the payroll system worked correctly before implementing it. Mr. Metthe concurred with Mr. Gabriels that the plan was to have the payroll system in place for the second payroll in January. Mr. Metthe stated he would provide the demonstration if the Committee members would like, but he felt the Treasurer should also be involved. He asked if they would rather wait until the payroll system was in place. It was the consensus of the Committee members to wait to have the LOGOS demonstration until the payroll system had been implemented.

Pursuant to Referrals Item No. 4, the status of a referral from the Economic Development Committee regarding the integration of the County's website with Economic Development Corporation (EDCs) Warren County, New York, website redesign, Mr. Metthe reported they had put a link to EDC's website on the County's website. However, he said, he had checked the EDC's website yesterday and he did not think their new site was on line yet.

Mr. Metthe noted that Referral Item No. 5 was that the County Attorney was to develop an RFP for an IT Assessment. He stated he believed that work had been completed. They had worked with the County Attorney on the project and also provided the Purchasing Agent with a list of vendors to send the RFPs to, he said. Mr. Metthe noted there might still be a little work left to do on the RFP. He stated he was asked if they still wanted to pursue having an Assessment done in view of the current situation with the County budget; and he had replied that since they were asked to do this it should be done. He asked the Committee members for their input on the matter.

In response to the Committee members' questions on what the Assessment was, Mr. Metthe stated (former Supervisor) Michael Barody had suggested it should be done. He explained there

was a company named Core that would come in and evaluate certain aspects of the IT Department and then make recommendations based on the evaluation. The City of Glens Falls was going to pursue having this done for its IT Department, he added. Mr. Metthe noted this item was discussed very briefly in one of the Committee meetings but then it was put on the Referrals list.

Mr. Monroe queried if the Department really needed to be evaluated as it seemed to be functioning well. Mr. Metthe concurred. He said he felt the areas that would be evaluated were those where the Department had done the most work plus their security had already been evaluated. Mrs. Parsons apprised there were no funds to cover the costs of the service. The Committee members concurred that the IT Assessment was not needed.

Mr. Metthe noted Referrals Item No. 6 concerned the status of a request from the County's Employment & Training Administration (ETA) Office and the New York State Department of Labor for telecommunication services. He reported IT had provided a work plan for ETA and quotes for IT's services. However, Mr. Metthe said, the State was somewhat hesitant about the proposal and they had not heard anything back about it yet, but they were ready to do the work. They had done quite a bit of telephone rearranging for ETA during the past few months, he added. Mr. Metthe confirmed the project would only involve ETA's telephones and data. He advised they were just waiting to hear from ETA on whether or not to do the work.

Concluding the Referrals Items, Mr. Metthe said Item No. 7 concerned the status of the RFP for specifications on a thumb print time keeping system. He advised that no work had been done on an RFP per se. However, Mr. Metthe said, there had been ongoing discussions about time and attendance and they had talked to vendors and some of them had come in to the Department. He stated there was some very attractive but new technology for keeping track of time and attendance but it worked more on voice recognition than thumb prints. Mr. Metthe advised his position on this matter was that the County should be looking at a system. He apprised Washington County's system had cost around \$300,000.

Continuing, Mr. Metthe said he felt the County had a couple of other things going on that would impact this project. First, he said, was the aforementioned issue of implementing the payroll system. Mr. Metthe explained it would be extremely efficient to have the time keeping system load the payroll system. He recalled the earlier discussion in the meeting relative to getting the new payroll system just right before it would be put in use. However, he said, if that could not be done they did have a system that would work so that aspect of the situation should settle down.

Secondly, Mr. Metthe stated his concern about the thumb print time keeping system involved the whole issue of security and he thought a door security system could also be tied into it. He noted he knew of some businesses that had a system that when employees accessed the building they were then punched in to work. Mr. Metthe advised he did not have a position on whether or not that would be the best answer for the County. He commented the County had some new buildings on the table which would all need new security systems. Thus, he said he felt they

needed to continue to push the envelope on a system and to look at what some of the solutions might be.

Mr. Geraghty noted he was new to the County so he wondered if the reason for wanting to have a new time keeping system was that there was a concern that employees were shortchanging the County on time. Mr. VanNess responded there had been some problems like that with one of the Departments, and he elaborated for Mr. Geraghty's information. Mr. VanNess noted there had been discussion about putting a system in the new Health & Human Services Building like the one in the Sheriff's new building. Mr. Metthe said that system used a fob. Mr. Kenny noted there could be problems with someone using someone else's fob. Mr. Metthe confirmed for Mr. Monroe that the software for the system could be manually adjusted if necessary.

Discussion ensued, and Mr. VanNess stated this was an update on a time keeping system and they would just keep looking at the issue of having a system. He remarked there was enough to do now relative to getting the payroll system in operation. Mr. Gabriels advised he wanted a system because it would provide an efficient way to punch in and out and to do the payroll. He commented he thought the security issue was overblown. Mr. Metthe agreed it was a huge job to manually enter all the employees' time records. He explained one of the challenges in putting in a system was that there were three different employee contracts as well as the non-bargaining unit employees.

Mr. Metthe said he had spoken with Washington County about their system and it had taken them two to three years to get their system in place. He said he had also asked if they had realized a big savings in time; and they said they had realized a considerable monetary savings because the system standardized the County to one way of keeping time. Mr. Metthe noted he did not quite understand why the system generated a financial savings.

Mr. Monroe asked if it cost Washington County additional money to tie into a security system. Mr. Metthe responded he thought those were some of the answers they needed to find out. He commented that right now there were so many things in flux but they did need to push having a time keeping system and find some answers about that. However, Mr. Metthe said, at the same time they also needed to see how the other things would play out. He stated security issues were not up to the IT Department so he did not know if they would determine what was done about that.

Mr. Metthe stated two Departments had a time and attendance system now, but they were having issues with them. Perhaps, he said, during the process of replacing those systems they would find out some good answers to their questions. Then, he said that system could be used as a model to put a system in another building or place on a gradual basis.

The Committee members agreed that it would be a little premature at this time to do an RFP for a time keeping system.



Mr. Gabriels referred to the aforementioned discussion wherein Mr. Metthe had said that the payroll system would be up and running perhaps by mid-January. He commented Mr. Metthe was more optimistic than Mr. O'Keefe was. Mr. Gabriels stated he was concerned about spending good money on payroll systems that did not work. Mr. Kenny noted according to Mr. O'Keefe the system was supposed to be in operation for the past two Januaries.

Mr. Gabriels asked Mr. Metthe why he was hesitant about the system. Mr. Metthe responded that January would be a bad month to bring the system live because it was the busiest month of the year for the payroll people in the Treasurer's Office. However, he acknowledged the Treasurer was supposed to have a handle on that, so if he said January was the date he would go for that. However, Mr. Metthe said if it was going to be the first of the year then February would be a better month. Mr. Geraghty recalled Mr. O'Keefe had said the problems with the system concerned calculating Social Security and State Retirement; and he asked if that was correct. Mr. Metthe responded he was aware of the outstanding issues with the system. Mr. Geraghty commented it was not too difficult to calculate Social Security benefits so he did not understand why that would be a problem. Mr. Geraghty reiterated his question if that was the problem with the system; and Mr. Metthe confirmed that was correct.

Mr. VanNess asked if it was correct that the software for the payroll system had been purchased without the IT Department being involved. He expressed concern that the County had just paid the software company \$4,000 to fix the system and it still was not fixed. Mr. VanNess noted he thought that when they had started centralizing the County's computer systems everything would be under IT's realm so everyone would know what was going on.

Mr. Metthe explained the process for the payroll system began four years ago when the Treasurer's Office had requested an integrated financial and payroll system. He stated he felt one of the problems with the payroll system was that the County had written its own system and it worked so well that the employees who use it did not want to give it up. Mr. Metthe advised he would not have recommended that a payroll system be self-written. He explained that the current system had issues the Treasurer wanted to get out from under because the Office was cited in an audit for deficiencies in the system. For example, Mr. Metthe said one of the deficiencies was that IT had only one programmer and the auditor concluded that put the system at great risk. He advised some of those problems were resolved in the process of doing other things. Mr. Metthe noted although the Treasurer's Office would gain efficiency with a new system some of the employees would lose the customized system that was very efficient for them. He acknowledged there were two camps on this situation, but he felt in the long run the County would be better off with the integrated system. However, he said, the payroll staff did not want to change unless there was a 100% guarantee the system would work perfectly.

Mr. Metthe noted Washington County was having some issues with the system. He stated the software company involved was a great company and the employee that was handling the County's system had been with them for 20 years. However, Mr. Metthe said, the company did redevelop and it now does business with 20 Counties in the State. The company wrote whole

new technology and Warren County was the first County in the State to buy it so it cost considerably less than what it costs now, he said. Mr. Metthe acknowledged the County did get its "nose bloodied" but at this point the financial piece, which was the largest piece of the system was in and it was working. He commented he thought most people could see why they went in that direction.

Mr. VanNess asked if the employees were concerned that because an integrated system would save costs that it would eliminate positions. He recalled when the system was purchased the point was made that positions would only be eliminated through attrition. Mr. VanNess stated if that was an issue now it needed to be addressed with the employees. Mr. Metthe replied the financial system had generated a great decrease in the duplication of work, but as far as he knew from the IT seat there was plenty of other work to be done in its place. Mr. Monroe asked if the software company was on pace to have the system fixed in another month or two; and Mr. VanNess explained they had given the company a completion date for the work or legal action would be taken. Mr. Gabriels noted if Mr. Metthe felt January was not a good month to start with the new system and Mr. O'Keefe did not want to start the first of January because of splitting the payroll between two years it did not matter to him when it was started up. He asked if the other 20 counties in the State were having problems with the system.

Mr. Monroe left the meeting at 12:58 p.m.

Mr. Metthe clarified that the 20 Counties in the State were on the older technology and five or six had purchased the new software. Washington County was the first to go live with the new payroll technology and they were struggling a bit with it, he said. Mr. Metthe noted Washington County had to go with the system because they were forced to bail out of their old payroll system. He stated Warren County's system worked perfectly so they were not in that same position. Continuing, Mr. Metthe said Dutchess County spent \$1.5 million on the New World financial and payroll system so they were driving a lot of development. In addition, he said three or four other counties in the State had purchased the software but they had not gone live yet.

Continuing, Mr. Metthe said his comment would be that he would not like to see a deadline set of one to two months and have the system 99% ready to go live and because of the other Counties driving it, that the County would bail out of what would have otherwise been the correct decision. Mr. Geraghty responded he did not think anyone wanted to bail out of the system, but he reiterated that according to Mr. O'Keefe, the two issues were Social Security and the State Retirement. He commented he did not know whether or not that was an over simplification of the situation. Mr. Metthe responded that as Mr. O'Keefe was responsible for the payroll, he had to take second place to that. Mr. VanNess acknowledged that because Mr. Metthe was the Department Head in charge of the technological side of the situation and he was involved with the payroll system issue, they were putting him on the spot and asking his opinion on whether or not there was an issue. He stated they had advised Mr. O'Keefe of the January deadline, but it could be moved to February and they could tell Mr. O'Keefe they were going to have the Chairman of the Board of Supervisors, Joseph Sheehan, Chairman of this Committee, and the County

Attorney, get involved with the software company if it was not doing what it had said it was going to do when the County purchased the payroll software. Mr. Gabriels stated everyone agreed they would like to have the payroll system at 100% hopefully by January. Mr. Metthe advised a 13-item letter had just been sent to the software company which they should have received yesterday. The Committee members concurred the company should be allowed time to respond to the letter. Mr. Metthe said he knew that Mr. O'Keefe had already received some response from the company. Mr. VanNess acknowledged that the situation was being worked on by everyone involved so the matter could be left at that point. He concurred with Mr. Gabriels that the goal was to have a system that was 100%. Mr. Sheehan, Chairman of the Support Services Committee, agreed at its meeting earlier today that Committee had given Mr. O'Keefe the aforementioned deadline and he had communicated with the company by letter within the past couple of days. He concluded they would see what happened.

A copy of the IT Department's Budget Performance Report through October 26, 2006, was included in the agenda packet.

There being no further business to come before the Committee, on motion by Mr. Kenny and seconded by Mr. VanNess, Mr. Sheehan adjourned the meeting at 1:02 p.m.

Respectfully submitted,

Katy Goodman, Secretary to the Clerk